



Peace Officer Training Project  
Grant Workbook Guidelines  
March, 2010

This handbook was developed to aid you in fully understanding, and complying with, the applicable Colorado State statutes, State Office of the Controller regulations, and the Peace Officer Standards and Training Board administrative procedures governing participation in the Peace Officer Training Project Grant process. All efforts have been made to ensure this grant process is in compliance with all requirements while remaining user friendly.

**Table of Contents**

Topic	Page
Applicable Statutes	2
CRS and State Controller Compliance Requirements	2
Response to RFP Submission Process	4
Workbook Completion Guidelines and Instructions	5
Cover Page	5
Report #1 (and 1A) Course Delivery Detail Report	5
Report #2 (and 2A) Service Provision Report	6
Report #3 (and 3A thru 3I) Regional Course Request Report	7
Report #4 Equipment Request and Capital Request	8
Report #5 Budget Summary	8
Report #6 Contact Information	9
Report #7 Status of Approval	9
Report #8 Change Order Report – Training Provider Course Detail	9
Report #9 Change Order Report – Service Provision	11
Report #10 Change Order Report – Regional Course Request	12
Report #11 Change Order Report – Equipment/Capital Request	14
Report #12 Total Budget Summary Report	15
Report #13 Interim Report	15
Report #14 Semi-Annual Progress Report	15
Report #15 Final Report	15
Disbursement Guidelines	16
Definitions and Explanation of Reimbursable Costs	17

## **Applicable Statutes**

§ 24-30-202	Procedures – vouchers and warrants – rules - penalties
§ 24-31-310	Resources for Training of Peace Officers
§ 24-50-504	Personal Services Contracts not implicating State Personnel System
§ 24-50-507	Conflict of Interest
§ 24-75-402	Cash Fund Reserves
§ 24-101-301	Procurement Code - definitions
§ 24-102-205	Centralized Contract Management System
§ 24-103-101	Source Selection and Contract Formation - definitions
§ 24-103-601	Right to Audit Records
§ 24-103.5-101	Monitoring of Vendor Performance
§ 24-105-102	Performance Evaluation Reports
§ 42-3-304(24)	Registration Fees

## **CRS and State Controller Compliance Requirements**

1. Any entity receiving \$50,000 or more is mandated to be under contract to receive funds.
2. Any entity receiving \$100,000 or more is mandated to have information reported on the State of Colorado Grant Management website. This includes total awards, even if the total is to be distributed in smaller sums to other entities.
3. It is imperative the signer(s) of the contract have full organizational authority to enter into such a contract. Authorization should be received from the organization's CEO, or designee, as well as the organization's legal counsel.
4. Information is entered into the State Grant Management website by DOL Finance personnel. This public disclosure includes tracking deliverables and gauging the performance of the grantee. The legislation stipulates vendor performance procedures and authorizes the State to pursue specified remedies for vendor nonperformance.
5. All funds must be in the form of reimbursement. No advance payments may be made. Contract language defines reimbursement as costs that have actually been incurred. This means the recipient need not have actually made a payment. However, the recipient must have made a commitment to disburse (pay out) funds. Funds may be distributed based on items such as an invoice, registration receipt, memo or contract of agreement to receive/perform services, or similar documents. Acceptable documentation of funds spent/to be spent must accompany every request for disbursement.
6. No funds may be used by the recipient to cover administrative costs, including costs of administering the grant.
7. No funds may be used to cover indirect personnel costs or personal services including; overtime, benefits, additional costs, or other liabilities.
8. Funds may be used to cover direct personnel costs or personal services providing for the backfill of officers to enable officers to attend and/or conduct training, and/or for non-officers to conduct training.
9. Funds may be used for "Professional Services" to hire subcontractors in furtherance of providing specific deliverables.

10. Changes in contract deliverables must be approved and tracked. The contract will be developed so change orders can be a component of the contract itself and not require a new contract be written solely to accommodate changes.
11. CRS also outlines requirements concerning sole-source contracts and the right to audit contractor and subcontractor records.
12. Absolutely no obligation of expenditure of funds can be honored prior to the effective date of the contract. The contract is not effective until signed by all of the parties to the contract, regardless of the dates of the contract itself.
13. Awarded funds must be encumbered and disbursed by POST in time for fiscal year end closing, no later than June 29<sup>th</sup>.
14. Awarded funds that are not used must be returned to POST in time for fiscal year end closing, no later than June 29<sup>th</sup>.
15. All awards will be disbursed via check. This includes State agencies; disbursement is not allowed via COFRS.
16. All funds distributed to an individual for Professional Services, whether the direct grantee or a subcontractor, must be recorded and distributed via the use of a W-2 or W-9.
17. All financial documentation shall be maintained for a minimum of 3 years and shall be made available for audit by POST upon request. Capital equipment purchases must be maintained on an inventory list.

## Response to RFP Submission Process

1. The process is fully electronic. It utilizes an Excel spreadsheet.
  - a. Data will only be entered once.
  - b. Data will auto populate appropriate fields in the spreadsheet, providing a real-time view of activity and data for disbursement and reporting.
  - c. Fields not related to the status of the project will not be available for input until that stage of the process. For example; Actual Expenses, Change Order Amount.
  - d. Data fields will be locked upon receipt by POST so content cannot be altered.
2. The Board has developed a fair and impartial process of reviewing, evaluating and selecting applications for POST training funds. A Sub-Committee was appointed by the Attorney General to facilitate the selection and review processes.
3. Consideration for funding shall be based on a priority of training needs, as determined by the Board, and should consider its impact on the professionalism of peace officers statewide.
  - a. Consideration shall also be given to the need for training that will improve safety for the public and for the officers as they perform their duties in serving the public in Colorado.
  - b. Particular attention shall be made to the training needs of the smaller and more rural jurisdictions that have limited resources.
4. The Sub-Committee shall create a written record of the review process.
  - a. The Sub-Committee may request supplemental information or may request an applicant make an oral presentation.
  - b. Recommendations for funding shall be made to the Board for approval.
  - c. The Sub-Committee and/or Board shall not discuss funding recommendations with applicants until after appeals are exhausted.
  - d. All appeals of decisions shall be referred to the Director of POST.
  - e. Whenever the Sub-Committee denies or alters a funding request by any agency making application for funds, a reason for denial or alteration shall be listed.
5. The POST Board will make decisions regarding funding based on recommendations of the Grant Sub-Committee. The decisions of the Board shall be final.
6. Appeals
  - a. The POST Board will approve, approve with modifications, or disapprove all applications during the regularly scheduled POST Board/Sub-Committee Meeting.
  - b. Each applicant will receive written notification of the action taken.
  - c. An applicant who is denied funding by the Sub-Committee shall have the right to appeal the decision.
  - d. The right to appeal does not extend to the modifications to funding requests made by the Sub-Committee.
  - e. Appeals are limited to only the area of disagreement and the reason for the denial. It is not the intent to hear the request anew. Time limits may be imposed on any such appeals.
  - f. Agencies that were denied all funding may submit a written appeal to the POST Director within 10 days of receiving written notification of that denial.
  - g. If the outcome of the Director's decision does not satisfy the agency, they may follow the appeal process outlined in the Colorado Administrative Act, § 24-4-105, 106. CRS 2004.

## **Workbook Completion Guidelines and Instructions**

The application is an Excel workbook. Guidelines and instructions are included. Navigate through the workbook by selecting the worksheet/report tabs at the bottom of the workbook screen. Arrows at the bottom left side of the screen will help you advance to the next worksheet or review portions of the application already completed. Remember to save your work!

Upon receipt of your application, POST will delete the unused worksheets, reformulate the application accordingly and lock your original request.

POST will update the workbook to reflect any Board adjustments.

The Change Order Amount lines will be locked. POST will make adjustments when change order reports are submitted.

The same workbook will be used throughout the duration of the grant cycle. It will reflect changes, accomplishments and disbursements throughout the grant cycle.

The workbook and documentation in support of disbursements SHALL ONLY be transmitted electronically, as an email attachment, or faxed. Documents should contain relevant tracking information and a date.

### **Cover Page**

1. Fill in the name of your organization or region at the bottom of the page.
2. POST completes the date of receipt. This will change as modifications are made throughout the cycle.

### **Report #1 (and 1A) Course Delivery Detail Report**

- Primarily for those organizations who establish and provide services directly to a variety of end users. Those organizations, generally, are not law enforcement agencies.
  - Details actual course delivery/instruction and the direct costs of that delivery/instruction. Does not include course development costs (use Report #2.) Courses must be pre-approved by POST to qualify for funding.
  - Contains space for 5 separate entries. Report #1A is included to be used, if necessary, for additional entries. If not used, Report #1A will be deleted by POST from the on-going document.
  - Contains the same information that has been submitted in past years. The differences are: the contents of this form auto-load into subsequent documents, eliminating the need for multiple submissions of the same information; and more clearly identifies course development from course delivery.
  - Reflects any Board adjustments. These were previously contained in a separate document.
  - Reflects any Change Orders. These were previously contained in a separate document.
  - Maintains a running, real-time total of current expenditures and receipt of invoices/documentation. Previously, expenditures were reported on a separate form and manually tabulated at POST. Invoices or other documentation of expenditures have not been previously tracked by POST.
1. Item Number – This number will follow the contents throughout the grant cycle. If a course is being offered multiple times, each course offering should be listed individually. This provides tracking of differing costs associated with different offerings of the same course.

2. Column B – enter the POST Course Code.
3. Column C – enter the POST Course Title.
4. Columns D-M – relevant information to the individual course. All other cells will auto calculate.
5. Complete only the information on the “Item Number Line.” There are three lines below the Item Number Line (Board Adjustments, Actual Numbers and Change Order Amount) to be used later in the process.
6. Course Detail Report 1A is included if you need space for more entries. If you need additional space beyond Course Detail Reports 1 and 1A, contact POST. Please do not attempt to create an additional form yourself. This will adversely affect the formulas throughout the workbook.

## **Report #2 (and 2A) Service Provision Report**

- Primarily for those organizations who establish and provide services directly to a variety of end users. Those organizations, generally, are not law enforcement agencies.
  - Details those services developed or provided that are not actual instruction. For example: Development of a training video for distribution; Development of a training program for instruction but not the actual conducting of the instruction. The actual conducting of instruction is reported on the Course Delivery Detail Report (#1.)
  - Contains space for 5 separate entries. Report #2A is included for additional entries, if necessary. If not used, Report #2A will be deleted by POST from the on-going document.
  - Documentation shall be attached fully outlining the job title, job description, and specific duties to be performed by staff member(s) when funding is provided for Personal Services and/or Professional Services that are conducted directly, or under subcontract, by the grant recipient.
  - Contains the same information that has been submitted in past years. The differences are: the contents of this form auto-load into subsequent documents, eliminating the need for multiple submissions of the same information; and more clearly separates and identifies course development from course delivery. Documentation of staff members and fund use has not been previously tracked.
  - Reflects any Board adjustments. These were previously contained in a separate document.
  - Reflects any Change Orders. These were previously contained in a separate document.
  - Maintains a running, real-time total of current expenditures and receipt of invoices/documentation. Previously, expenditures were reported on a separate form and manually tabulated at POST. Invoices or other documentation of expenditures have not been previously tracked by POST.
1. Item 1 – This field auto populates from the information you provided in the Course Delivery Detail Report. No other information should be entered for Item 1 at the time of application.
  2. Items 2-5 (plus any additional 1A reports) are for services provided other than course delivery.
    - a. Column B – identify the service to be provided
    - b. Columns D-G and Column I – complete those columns that are relevant to the service provided in Column B
    - c. All other columns/fields will auto calculate

3. Complete only the information on the “Item Number Line.” There are three lines below the Item Number Line (Board Adjustments, Actual Numbers and Change Order Amount) for use later in the process.
4. If you need additional space beyond Service Provision Reports 2 and 2A, contact POST. Please do not attempt to create an additional form yourself. This will adversely affect the formulas throughout the workbook.

### **Report #3 (and #3A thru #3I) Regional Course Request Report**

- Primarily for Regions and law enforcement agencies who are sponsoring, conducting, or making training available directly to peace officers.
  - Not for Service/Training Provider Agencies. Use Reports #1 and #2, as outlined above.
  - Details actual course delivery/instruction and the direct costs of that delivery/instruction. It does not include course development costs (those are reflected in Report #1.) Courses must be pre-approved by POST to qualify for funding.
  - Contains space for 5 separate entries. Reports #3A thru #3I are included to be used, if necessary, for additional entries. Unused reports in the 3 series will be deleted by POST from the on-going document.
  - Contains the same information that has been submitted in past years. The differences are: the contents of this report auto-load into subsequent documents, eliminating the need for multiple submissions of the same information; and more clearly identifies course development from course delivery.
  - Reflects any Board adjustments. These were previously contained in a separate document.
  - Reflects any Change Orders. These were previously contained in a separate document.
  - Maintains a running, real-time total of current expenditures and receipt of invoices/documentation. Previously, expenditures were reported on a separate form and manually tabulated at POST. Invoices or other documentation of expenditures have not been previously tracked by POST.
1. Item Number - This number is unique to the item it represents and will follow that item throughout the grant cycle. If a course is being offered multiple times, each course offering should be listed individually. This provides tracking of differing costs associated with different offerings of the same course.
  2. Column B – enter the POST Course Code
  3. Column C – enter the POST Name of the Course
  4. Columns D-M – relevant information to the individual course. All other cells will auto calculate.
  5. Complete only the information on the “Item Number Line.” There are three lines below the Item Number Line (Board Adjustments, Actual Numbers and Change Order Amount) for use later in the process.
  6. Course Request Reports 3A-3I are included if you need space for more entries. If you need additional space beyond Course Request Reports 3I, contact POST. Please do not attempt to create an additional form yourself. This will adversely affect the formulas throughout the workbook.

#### **Report #4      Equipment Request and Capital Request**

- For any entity or organization requesting funds to purchase equipment necessary to a particular training course or to further a particular training need.
  - This report contains space for 2 Equipment Requests and 2 Capital Expenditure Requests. These types of expenditures are allowable but are not frequent. If additional space is necessary, please contact POST directly and adjustments to the report will be made for you.
  - Equipment is defined as: Expendable items having a value less than \$3,000 each that are critical to the goals of the program.
  - Capital Equipment is defined as: Non-expendable items having a unit cost of \$3,000 or more each, having a useful life of more than two years, and are critical to the goals of the program.
  - Contains the same information that has been submitted in past years. The differences are: the contents of this report auto-load into subsequent documents, eliminating the need for multiple submissions of the same information; and more clearly identifies course development from course delivery.
  - Reflects any Board adjustments. These were previously contained in a separate document.
  - Reflects any Change Orders. These were previously contained in a separate document.
  - Maintains a running, real-time total of current expenditures and receipt of invoices/documentation. Previously, expenditures were reported on a separate form and manually tabulated at POST. Invoices or other documentation of expenditures have not been previously tracked by POST.
1. Equipment – less than \$3,000 per unit  
Capital Equipment – more than \$3,000 per unit, life cycle exceeds 2 years
  2. Item Number - This number will follow the contents throughout the grant cycle.
  3. Complete only the information on the “Item Number Line.” There are three lines below the Item Number Line (Board Adjustments, Actual Numbers and Change Order Amount.) These will be used later in the process.
  4. Column B – Enter the Equipment Description and Model Number.
  5. Columns C and D – enter data. All other cells will auto calculate.
  7. If you need additional space beyond the Equipment/Capital Request Report 4, contact POST. Please do not attempt to create an additional form yourself. This will adversely affect the formulas throughout the workbook.

#### **Report #5      Budget Summary**

- The data in this report will auto load based on the previous forms to provide a real-time collation of data.
- There is an area for the submitter to include Brief Comments as necessary. This field is not mandatory.



**Report #6      Contact Information**

- Contains contact information for the Training Coordinator, Financial Administrator, and Contract Signing Authority.
- The Training Coordinator is the primary point of contact for training-related matters relative to the grant.
- The Financial Administrator is the financial professional directly responsible for the receipt and disbursement of these grant funds. It is highly recommended this individual have a direct educational and professional employment background in financial administration.
- The Contract Signing Authority is the individual(s) having legal authority to sign the contract and who will incur the legal responsibility for administration of this grant on behalf of the agency or entity.
- One individual may serve in multiple roles, as appropriate.
- Contains the same information that has been submitted in past years.

**Report #7      Status of Approval (For POST Use Only)**

- Internal tracking document completed by POST.
- Contains the same information as in past years.

**Report #8      Change Order Report – Training Provider Course Detail**

- Primarily for those organizations who establish and provide services directly to a variety of end users. Those organizations, generally, are not law enforcement agencies.
- Details changes made after the grant contract has gone into effect. These changes will modify the details and deliverables of the original contract. These changes may be Additions, Deletions, or Modifications to the performance requirements of the contract and/or to the financial expenditures associated with those performance requirements. For example; the contract stipulated a particular training course would be conducted. Circumstances occurred where a different training course became more important to conduct. Thus, the contract would need to be modified to reflect that change. This form will serve to expedite those changes and not require a new contract be developed.
- Details course provider services that are added or deleted from the original contract proposal.
- Details significant modifications from the original contract proposal.
- This report requests financial information provided in the original proposal.
- This is a new reporting requirement. In the past, changes to the grant award were not requested, nor approved, in advance. They were included by the grant recipient in their interim and final reporting.

1. Leave blank for the application process.

## 2. Addition

- a. Use the next consecutive Item Number following the last Item Number you completed on Report #1, Course Delivery Detail Report. (It is possible the next consecutive number could follow a number on a previous Change Order Report #8.)
- b. Column B – enter the POST Course Code.
- c. Column C – enter the POST Course Title.
- d. Columns D-M – relevant information to the individual course. All other cells will auto calculate.
- e. Column O – input the date of the change order request.
- f. Column P-Q-R – check ONE category – Add, Delete OR Modify.

## 3. Deletion

- a. Item Number – from previous documents.
- b. Column B – enter the POST Course Code.
- c. Column C – enter the POST Course Title.
- d. Columns D-M – leave blank.
- e. Column O – input the date of the change order request.
- f. Column P-Q-R – check ONE category – Add, Delete OR Modify.

## 4. Modification

- a. Item Number – from previous documents.
- b. Column B – enter the POST Course Code.
- c. Column C – enter the POST Name of the Course.
- d. Columns D-M – enter relevant information where necessary.
- e. Column O – input the date of the change order request.
- f. Column P-Q-R – check ONE category – Add, Delete OR Modify.

## 5. Submission

- a. Submitted by Financial Administrator – enter name and date.
- b. Email the entire workbook to POST.
- c. Upon approval, POST will incorporate the changes into the workbook and email the revised workbook to the Financial Administrator.

## **Report #9      Change Order Report - Service Provision**

- Primarily for those organizations who establish and provide services directly to a variety of end users. Those organizations, generally, are not law enforcement agencies.
- Details changes made after the grant contract has gone into effect. These changes will modify the details and deliverables of the original contract. These changes may be Additions, Deletions, or Modifications to the performance requirements of the contract and/or to the financial expenditures associated with those performance requirements. For example; the contract called for 50 manuals to be created. The final number of manuals actually needed is 100. Thus, the contract would need to be modified to reflect that change. Another example; the contract stipulated a particular training course would be developed. Circumstances occurred where a different training course became more important to develop and conduct. Thus, the contract would need to be adjusted to reflect that change. This form will serve to expedite those changes and not require a new contract be developed.
- Details services that are added or deleted from the original contract proposal.
- Details significant modifications from the original contract proposal.
- This report requests financial information provided in the original proposal.
- This is a new reporting requirement. In the past, changes to the grant award were not requested, nor approved, in advance. They were included by the grant recipient in their interim and final reporting.

1. Leave blank for the application process.

2. Addition

- a. Use the next consecutive Item Number following the last Item Number you completed on Report #2, Service Provision Report. (It is possible the next consecutive number could follow a number on a previous Change Order Report #9.)
- b. Columns B-F – relevant information to the service. All other cells will auto calculate.
- c. Columns G and I – will auto calculate.
- d. Column H – date of change.
- e. Column J – date change request submitted.
- f. Column K-L-M – check ONE category – Add, Delete OR Modify.

3. Deletion

- a. Item Number – from previous documents.
- b. Columns C-I – leave blank.
- c. Column J – input the date of the change order request.
- d. Column K-L-M – check ONE category – Add, Delete OR Modify.

4. Modification

- a. Item Number – from previous documents.
- b. Column B – enter the service provided to be referenced.
- c. Columns C-I enter relevant data to appropriate columns.
- d. Column J – input the date of the change order request.
- e. Column K-L-M – check ONE category – Add, Delete OR Modify.

5. Submission

- a. Submitted by Financial Administrator – enter name and date.
- b. Email the entire workbook to POST.
- c. Upon approval, POST will incorporate the changes into the workbook and email the revised workbook to the Financial Administrator.

**Report #10      Change Order Report – Regional Course Request**

- Primarily for regions and law enforcement agencies who are sponsoring, conducting, or making training available directly to peace officers.
  - This report is not for Service/Training Provider Agencies. These organizations should use Reports #8 and #9, as outlined above.
  - Details changes made after the grant contract has gone into effect. These changes will modify the details and deliverables of the original contract. These changes may be Additions, Deletions, or Modifications to the performance requirements of the contract and/or to the financial expenditures associated with those performance requirements. For example; the contract stipulated a particular training course would be provided. Circumstances occurred where a different training course became more important to provide. Thus, the contract would need to be modified to reflect that change. This form will serve to expedite those changes and not require a new contract be developed.
  - Details training sponsorship/provision services that are added or deleted from the original contract proposal.
  - Details significant modifications from the original contract proposal.
  - Requests course financial information provided in the original proposal.
  - This is a new reporting requirement. In the past, changes to the grant award were not requested, nor approved, in advance. They were included by the grant recipient in their final reporting.
1. Leave blank for the application process.

## 2. Addition

- a. Use the next consecutive Item Number following the last Item Number you completed on Report #3, Regional Course Request Provision Report. (It is possible the next consecutive number could follow a number on a previous Change Order Report #10.)
- b. Column B – POST Course Number.
- c. Column C – POST Course Title.
- d. Columns D-M – enter relevant data to appropriate columns.
- e. Column N - will auto calculate.
- f. Column O – date change request submitted.
- g. Column P-Q-R – check ONE category – Add, Delete OR Modify.

## 3. Deletion

- a. Item Number – from previous documents.
- b. Column B – POST Course Number.
- c. Column C – POST Course Title.
- d. Columns D-M – leave blank.
- e. Column N – will auto calculate.
- f. Column O – date change request submitted.
- g. Column P-Q-R – check ONE category – Add, Delete OR Modify.

## 4. Modification

- a. Item Number – from previous documents.
- b. Column B – POST Course Number.
- c. Column C- POST Course Title.
- d. Columns D-M – enter relevant data to appropriate columns.
- e. Column N – will auto calculate
- f. Column O – date change request submitted.
- g. Column P-Q-R – check ONE category – Add, Delete OR Modify.

## 5. Submission

- a. Submitted by Financial Administrator – enter name and date.
- b. Email the entire workbook to POST.
- c. Upon approval, POST will incorporate the changes into the workbook and email the revised workbook to the Financial Administrator.

## **Report #11      Change Order Report – Equipment/Capital Request**

- Details changes made after the grant contract has gone into effect. These changes will modify the details and deliverables of the original contract. These changes may be Additions, Deletions, or Modifications to the equipment and/or capital purchases authorized by the contract and/or to the financial expenditures associated with those purchases. For example; the contract stipulated a particular piece of equipment would be purchased. Circumstances occurred where a different type of equipment became more important to purchase. Thus, the contract would need to be modified to reflect that change. This form will serve to expedite those changes and not require a new contract be developed.
- Details purchases that are added or deleted from the original contract proposal.
- Details significant purchase modifications from the original contract proposal.
- This report requests financial information provided in the original proposal.
- This is a new reporting requirement. In the past, changes to the grant award were not requested, nor approved, in advance. They were included by the grant recipient in their final reporting.

1. Leave blank for the application process.

2. Addition

- a. Use the next consecutive Item Number following the last Item Number you completed on Report #4, Equipment/Capital Equipment Request Report. (It is possible the next consecutive number could follow a number on a previous Change Order Report #11.)
- b. Column B – description, including model number.
- c. Columns C-D – pricing data relevant to appropriate columns.
- d. Column E – will auto calculate.
- e. Column F - date of change request.
- f. Column G-H-I – check ONE category – Add, Delete OR Modify.

3. Deletion

- a. Item Number – from previous documents.
- b. Column B – description, including model number.
- c. Columns C-E – leave blank.
- d. Column F – date of change request.
- e. Column G-H-I – check ONE category – Add, Delete OR Modify.

4. Modification

- a. Item Number – from previous documents.
- b. Column B – description, including model number.
- c. Columns C-D pricing data relevant to appropriate columns.

- d. Column E – will auto calculate.
- e. Column F – date of change request.
- f. Column G-H-I – check ONE category – Add, Delete OR Modify.

5. Submission

- a. Submitted by Financial Administrator – enter name and date.
- b. Email the entire workbook to POST.
- c. Upon approval, POST will incorporate the changes into the workbook and email the revised workbook to the Financial Administrator.

**Report #12 Total Budget Summary Report**

- Auto-fills from information submitted in the preceding reports.
  - Provides a real-time encapsulation of grant activity to date, including expenditures and funds remaining, and automatically tracks vendor performance.
  - Provides for a quarterly confirmation of content by the Financial Administrator.
  - This is a new report. Previously, this information was manually obtained from multiple documents and then extrapolated to a review document by POST staff. Financial Administrators did not review POST financial records to validate accuracy with their own records, identify or reconcile any discrepancies.
1. Leave blank for the application process.
  2. Requires verification by the Financial Administrator when funds are drawn.
    - a. Enter name and date on line corresponding to the draw being verified.
    - b. Report discrepancies immediately to POST.

**Report #13 Interim Report**

- Generally used only for development activities. For example; developing a course from the ground up. Reporting required to gauge progress, evaluate draft deliverables, etc.
- Will be due at intervals in addition to the Semi-Annual Progress Report and Final Report.
- Number of Interim Reports required and due dates will be determined by POST and will be included in the contract as deliverables.

**Report #14 Semi-Annual Progress Report and Report #15 Final Report**

- Reporting requirement as in the past.
- Do NOT include data regarding course titles, dates, number of officers trained, or cost information. That is already in the workbook.
- Includes areas to report your evaluation of activities to date; successes, areas that could use improvement, and general comments.

## **Disbursement Guidelines**

Using the Workbook, the requestor shall

1. Update information to reflect “Actual Expenses” where applicable in each report
  - a. Entries should be in the same columns as the approved amounts
  - b. The total to be reimbursed for each worksheet will appear under the appropriate draw on the table just below the spreadsheet (scroll over and down to view)
2. The total reimbursable amount will auto calculate to the Total Budget Report #12 in the table titled “Summary of Grant Training”
  - a. The Financial Administrator must verify the information on the Total Budget Report #12 by entering their name and date of the request for funds
  - b. Save the updates to the workbook
  - c. Email the workbook, with supporting documentation and deliverables electronically attached, to POST
3. Required documentation which may include
  - a. Invoice
  - b. Receipt
  - c. Memo of agreement/understanding
  - d. Other documentation as per the contract
4. Required deliverables which may include
  - a. Electronic roster of POST Identification Numbers of attendees
  - b. Work product. May be a partial or draft product based on the duration of the contract and the time disbursement is requested.
  - c. Detailed and specific “Report of Progress”
5. Funds will generally not be disbursed more than ninety (90) days in advance of their actual expenditure, regardless of an encumbrance beyond that date. For example, the contract calls for program development that is anticipated to take 10 months to complete. The timeframe does not automatically make those total funds available immediately; only those funds that have been immediately encumbered for actual payment in the immediate upcoming ninety (90) days. Extenuating circumstances requiring receipt of funds more than ninety (90) days before actual use should be brought to POST for consideration.
6. POST shall review the submission for completeness within 2 business days of receipt of the request.
  - a. Questions or issues shall be identified and brought to the attention of the Contract Signing Authority as soon as practical upon identification.
7. The approved disbursement request shall be forwarded to the Department of Law Finance Office within 1 business day of approval.
8. The Department of Law Finance Office is usually able to process approved disbursements within 2 business days of receipt. There are times during the year when the State financial system is not available for use; most notably during the first 2 weeks of July. When an impediment of this nature is known, POST will notify grant recipients in advance.
9. In the event of a failure to comply with the terms and conditions of the contract, and/or issues concerning compliance, regarding deliverables, including, but not limited to; content, quality, timeliness, or sufficiency, further distribution of funds will be held in abeyance until the matter is reconciled to the satisfaction of the Board.



## **Definitions and Explanation of Reimbursable Costs**

### **Operating Expenses**

Facility Fee	The fee to rent/use a training location.
Training Supplies	<p>The purchase and production of materials needed to facilitate a class.</p> <p>Whenever possible, the use of DVDs or similar electronic device is encouraged over the use of printed materials.</p> <p>Light refreshments (beverages and light snacks) may be included.</p> <p>Meals for attendees are not reimbursable.</p>

### **Professional Services**

Services by a firm or person (contractor) other than the agency applying for/receiving the grant.

Includes services performed by a consultant or other entity retained under contract to perform specified training or services.

Actual costs of guest speakers/instructors may be requested up to \$350.00 per day, excluding lodging and meals, if applicable.

### **Personal Services**

Instructor Cost	Instructors are not required to be certified peace officers.
Student Backfill Cost	<p>Staffing resources needed to cover shift assignments for officers who will be attending and/or conducting training.</p> <p>An agency's actual per hour base salary, not to exceed \$32.00 per hour.</p> <p>Cannot include overtime rate, benefits, additional costs, or other liabilities.</p> <p>Only Colorado certified peace officers are eligible.</p>

### **Student Travel and Per Diem**

Student Travel	<p>Mileage cost for a student to attend grant-approved training within the State.</p> <p>Current reimbursable per mile rate: \$.45 for 2wd vehicles, \$.48 for 4wd vehicles.</p> <p>Only in-state travel expenses are eligible.</p> <p>Out-of-state travel or tuition is generally ineligible.</p>
Student Food and Lodging	Local host agency rates apply but cannot exceed GSA maximum per diem rates (by locality.)

### **Equipment and Capital Requests**

Equipment	Expendable items having a value less than \$3,000 each that are critical to the goals of the program.
Capital	Non-expendable items having a unit cost of \$3,000 or more each, a useful life of more than two years, and are critical to the goals of the program.